



Punjab Government Gazette

EXTRAORDINARY

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GOVERNMENT OF PUNJAB

DEPARTMENT OF WATER RESOURCES

NOTIFICATION

The 21st April, 2025

No.17/10/2024-3IP3/168.-

1.0 The Department of Water Resources has implemented EPMS software for approval of estimates and bring transparency in the system. The record created in the software is very important and is required to be maintained properly and deletion of entries (if required) needs to be undertaken carefully. In this regard a Standard Operating Procedure (SOP)/Timeline (Attached as Annexure-1) vide order no 1509-11/P&E/2024 dated: 26-12-2024 has been formulated.

2.0 The above said Standard Operating Procedure (SOP)/Timeline has been adopted by the department after the approval from the competent authority.

Sd/-

KRISHAN KUMAR, IAS

Principal Secretary Water Resources.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES**

Annexure-1

ORDER

1.0 The Department of Water Resources has implemented EPMS software for approval of estimates and better transparency. Further, the record created in the software is very important record and is required to be maintained properly and deletion of entries (if required) needs to be undertaken carefully.

2.0 During the review meetings, it was observed that there are some cases in which dummy or duplicate entries gets inadvertently created by field staff in the EPMS Software and these entries are then required to be deleted to avoid confusion. Therefore, to streamline this process and to ensure that no important works gets deleted, the following procedure shall be adopted for deletion of dummy/duplicate estimates on EPMS:

- i. Executive Engineer on field shall forward the request through e mail for deletion of dummy/duplicate estimates to Executive Engineer at Head Office along with proper reason for deletion.
- ii. The Executive Engineer/Canal or Drainage shall forward the mail to Executive Engineer / Planning with their comments.
- iii. In case any clarification, the same shall be resolved with respective field Executive Engineer via phone.
- iv. The following timelines shall be followed while carrying out the above activities.

Sr. No.	Activity	Timeline
1	Mail sent by field XEN to concerned XEN/Head Office.	T ₀
2	XEN/Canal or Drainage to take a decision regarding whether the work is to be deleted and forward the mail along with comments to XEN/Planning.	T ₀ + 1
3	Deletion of work by XEN/Planning	T ₀ + 1

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Principal Secretary, Water Resources

Endst. No. 1509-11/P&E/2024

Dated: 26/12/2024

A copy of the above is forwarded to the following for information and further necessary action:

1. Chief Engineer, Canals, Water Resources Department, Punjab.
2. Chief Engineer, Drainage, Water Resources Department, Punjab.
3. All Executive Engineers, Water Resources Department, Punjab.

Principal Secretary Water Resources